

AN INTRODUCTION TO EUDORA...

What is Eudora?

Eudora (and Eudora Pro) is a POP3 (Post Office Protocol) mail program. This means Eudora receives and sends mail to a server on the internet, and mail passing between two servers is routed directly (thereby increasing reliability). Eudora includes many useful features including personal nickname lists, multiple mailboxes, and the ability to retrieve information on users.

Sending Mail:

- To start a new message go to the **Message** menu and choose **New Message**. A message window will appear with a blank “To:” field. Type the internet address of the recipient (remember to use the form user_name@mail_server_name) in the “To:” field, then press the tab key to move to the “Subject:” field.

“What if I want to send a message to more than one person?”

After typing the first address put a comma, then type the second address; Eudora interprets the comma (regardless of spaces before or after) as an address separator.

“What if I don’t know the person’s address?”

This is probably the most challenging hurdle in Eudora. If the person you want to send mail to is on Goddard you can use the “Finger” feature built into Eudora to find them. In the **Window** menu choose **Ph** (Ph is a predecessor to finger) and the finger window will appear. In the query field type the first and last name of the recipient, then click on the **Finger** button. Two addresses will appear: the permanent address and the actual address. Highlight either address using the mouse, then choose **Copy** from the **Edit** menu to move the address to the clipboard. Close the finger window and return to the “To:” field of the new message. In the **Edit** menu now choose **Paste** and the address copied from the finger window is inserted.

“What do the other fields mean?”

- **Cc:** stands for “Carbon copy.” Use this for people you may not want to address the message to, but you still want to see the message. Enter addresses here as you would in the “To:” field.
- **Bcc:** stand for “Blind carbon copy.” This works the same as carbon copy, but names in this list will not appear to other recipients.
- **Attachments:** is where the names of any files you have attached to this message appear. See below for more information on attaching documents to a message.
- Once the message is entered and you have performed a spell checking and attaching any desired files (see below for details on both) click on the **Send** button. Eudora will contact your mail server and deliver the message. Keep in mind Eudora will attempt to send incorrectly addressed messages. If the user name or mail server name is unknown the message will “bounce” back to you with an appropriate error. If this happens check the address(es) in the “To:” field and resend.

Checking spelling in a message:

- From the **Edit** menu choose **Check Spelling**. The speller will load and scan your message for words it does not recognize and duplicate words.

- If Eudora brings up a word it does not recognize it most likely falls into one of three categories: an incorrectly spelled word, a correctly spelled word you want it to ignore, or a correctly spelled word you want to add to your custom dictionary.
 - For incorrectly spelled words choose the correct spelling from the list on the left side and click on **Replace**.
 - For correctly spelled words you do not want to add to your custom dictionary click on **Skip**.
 - To add a correctly spelled word Eudora does not recognize to your custom dictionary (e.g. your name) click on add. Once you add a word to your custom dictionary Eudora will recognize it in following spell checks.

Attaching files to your message:

- In the **Message** menu choose **Attach Document...**; a file requester window will open where you can select a document (or other file) to attach. If you need to attach more than one file repeat this process for each file.

Receiving mail:

- When you start Eudora it will automatically check your server for waiting mail. Eudora may also check for mail at regular intervals if it is set to do so. To manually check for mail go to the **File** menu and choose **Check mail**. If Eudora has already checked for mail on the server the time of the last check is displayed. If any messages are waiting on the server Eudora will download them and give notice that mail has arrived.
- New mail is marked by a bullet in the left hand column (the status column) until it is read. To read a message double click on its subject.

What to do with received mail:

- Eudora provides you with three message handling features in the **Message** menu:
 - **Reply** returns the message with any additions you make to the sender. The original message will be quoted (has ">" in front of all lines).
 - **Forward** sends the mail and any comments you add to another person and puts your name in the "From:" field. The original message is quoted.
 - **Redirect** sends to mail to another user but keeps the original sender's address in the "From:" field. This is useful when you pass along mail, but want replies to go to the original sender.

Reading an attachment to a message:

- If a message you receive contains an attachment the file is automatically downloaded and placed in the attachments folder. If you have not designated an attachment folder the default location is in the "attachment" directory in the "eudora.pro" directory on PCs or in the "Eudora folder" in the "System folder" on the Macintosh.
- Attachments can be read directly from Eudora. At the bottom of a message with attachments is the name of the attached file, where the file is stored on your hard drive, and the type of the file. Double click on the attached file's name and it will be loaded by the appropriate application.

- One important note about attachments is that they are not included when you reply or forward a message. If you want to include a file in a reply you must re-attach it.

Creating Nicknames and private mailing lists:

- The nickname list is useful for storing the addresses of people you'll mail to frequently. To create a nickname go to the **Window** menu and choose **Nickname**.
- When the nickname window appears click on the **New** button and you will be prompted for a name; this is the name you'll use to refer to an actual address. Good examples of nicknames are "doe_john" or "CM_Group". You can choose your own scheme for nicknames, but avoid spaces and the characters "<>()[]" as they are used in real internet addresses.
- Once you've chosen a nickname and pressed **OK** type the actual address in the "Address(es)" box. Note that you can enter more than one address in the address box, separated by commas, thereby creating a private mailing list.
- When you close the nickname window you'll be asked if you want to save changes to the nickname list. Choose **Save** to preserve and changes you have made.

A quick way to make a nickname:

If you receive a message from someone you want to put in the nickname list, select (or open) the message, go to the **Special** menu and select **Make Nickname....** You will be prompted for a nickname; enter a valid nickname and click on **OK**. The nickname and sender's address will be entered into your nickname list.

Sending mail to a nickname:

- In the **Window** menu choose **Nickname**. The nickname list will appear with any nicknames you have created.
- A shortcut to finding a nickname is to type in the first letter on the PC or the entire nickname on the Macintosh. As you type Eudora will jump to the closest match. On the PC continue typing the first letter of the nickname to scroll through all nicknames beginning with that letter.
- Once the nickname you want to send mail to is highlighted click on the **To:**, **Cc:**, or **Bcc:** button. Each button will place the nickname in the corresponding field of a message. Clicking on a button will do one of two things:
 - If there is no message open Eudora will create a new message and put the nickname in the appropriate field.
 - If there is a message open Eudora will add the nickname to the field you have chosen.
- To add other nicknames to your message repeat the process. Eudora will automatically separate nicknames with commas.

Deleting old messages:

- These messages do take up space on your hard drive, and eventually you will want (or need) to clean out your mailbox. To delete a message select it, then go to the **Message** menu and choose **Delete**.
- To delete more than one message at a time first delete one message, then hold down the "Shift" key while you select others.
- *Messages you delete are not immediately erased.* They are temporarily stored in the "Trash" mailbox. To view a list of deleted messages go to the **Mailbox** menu and choose **Trash**.

Viewing messages you have already sent:

- Eudora maintains an Out mailbox holding any messages you have sent with the “Keep copy” tag checked (the double sheets of paper at the top of a new message). To view messages you have sent go to the Mailbox menu and choose Out. Keep in mind messages in your out box are not deleted automatically; you will need to clean out old sent messages.
- If you need to resend an old message select it in the “Out” mailbox and choose **Send again** from the **Message** menu. When resending a message you may add to or change the addresses; a nice feature for monthly postings.

Creating and using mailboxes:

- Rather than keep messages you need to store in you “In” mailbox you can create other mailboxes to hold them. In the **Mailbox** menu choose **New....**
- Enter a name for the new mailbox when asked and click on **OK**.
- To move a message from the “In” mailbox to the mailbox you have created:
 - Select the message(es) you’d like to move from the “In” box.
 - Choose the destination mailbox (In, Out, Trash, or a mailbox you have created) from the **Transfer** menu. The message(es) will disappear from the “In” box and appear in the destination mailbox.